

AMEX TRAVEL ARRANGEMENTS

GTR USE

GTR is authorized for PCS and TDY travel when the total cost of the flight is greater than \$1000.00, **or** the duration of authorized delay is greater than 21 days, **or** the member is not authorized to use Government Travel Card.

Members may only make flight arrangements to authorized destination.

Commands must provide an endorsement stating the use of the GTR for members E-4 and above without a Govt. Travel Card,

GTR PROCESS

1. Contact **AMEX** Travel (808 532-1888) and request a Government Rate quote:

If greater than \$1000.00, use the GTR.
If less than \$1000.00, use the Gov't Travel Card.
2. **AMEX** will then fax the member a copy of the itinerary.
It is important that member and unit retain a copy of the itinerary.
3. A copy of the itinerary is required when turning in PCS paperwork to unit XO or Group Admin. and when completing Travel Claims.
4. Group Admin or unit XO will submit PCS paperwork to PERSRU. PERSRU will process Orders and contact Group Admin. when completed. Group Admin will forward orders and processed paperwork to unit XO's who in turn will inform the member.
5. Member will fax a copy of itinerary and a copy of the orders to Pass and ID Office (fax: x2481, Hours of Operation are 0800 – 1500), requesting endorsement.
NOTE: When using a Government Credit Card - an endorsement **is not required**, so member needs to just fax a copy of the orders to AMEX.
6. Member should call AMEX to confirm flight arrangements at least 72 hours prior to date of departure.
 - Please inform AMEX of cancellations.
 - Inform Group Admin./XO of changes in departure dates if an amendment is needed.
7. Upon check-in at the airport, member should have a copy of the itinerary and picture ID (required for each person listed on itinerary).

HAVE A SAFE TRIP!